

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 12/21/05

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

AGENDA ITEM WORDING: Approval to begin skycap service on an experimental basis at the Key West International Airport.

ITEM BACKGROUND: We have received the attached proposal from Rick Warwick who is the Greyhound operator at the airport. We have never had skycap service but we do receive requests for it on occasion. We believe that the proposal is a good one especially with the provision for a direct contribution to the Boys and Girls Club and his intention to use some volunteers from local nonprofits who can use their proceeds to supplement their fundraising activities.

PREVIOUS RELEVANT BOCC ACTION. None on this issue.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION: Approval for a period of one year. This should give us ample time to assess the program and its effectiveness.

TOTAL COST: N/A

BUDGETED: N/A

COST TO AIRPORT:

SOURCE OF FUNDS:

COST TO PFC:

COST TO COUNTY:

REVENUE PRODUCING: YES

AMOUNT PER MONTH/YEAR: UKN/Pilot Program

APPROVED BY: County Attorney

OMB/Purchasing

Risk Management

KEY WEST AIRPORT DIRECTOR APPROVAL



Peter J. Horton

DOCUMENTATION: Included X

To Follow

Not Required

AGENDA ITEM # \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

/pjh



## **Skycap/Baggage handling service at the Key West International Airport**

**Proposal:** To test the demand and feasibility of a Skycap/baggage handling service at the Key West International Airport and/or upon completion of the new terminal, valet parking.

**How:** Set up an area convenient, clearly marked and staffed with handlers that would provide the baggage handling of Airport guest from curbside to check in. The service would be offered initially during a limited number of hours and days to test and judge the demand and process. It then would expand based on successful results. Consult with the airlines and TSA to determine the manner in which this service can be provided to maximize the convenience of the service to our guest, while at the same time assisting the individual airlines and TSA with all baggage handling requirements.

**Compensation:** The service has been provided for years in most all airports with compensation made through gratuities. The trend today though, in many airports, is toward an established per bag charge, normally two dollars per. The staff would be subcontractors to the contractor to limit and conform to State requirements of workers compensation laws primarily because of the unknown revenues. Contractor would be responsible for the setup, coordination, staffing, training, equipment and documentation of revenues collected. The airport would be responsible for all security clearances and investigations the Airport Director feels is appropriate to perform such services on the Airport property.

**Airport compensation:** 10% of revenues collected would be paid to the County as compensation for the service being allowed on the Airport property.

**Charitable Donation:** 5% of revenues collected would be donated to a local charity serving the County such as the Boys and Girls Club located on adjacent property. This could possibly be expanded to the use of those charities volunteers to actually provide some staffing and claim the corresponding revenue for their charity.

**Startup:** Mid January 2006

Proposed by: Richard B Warwick  
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